EMBASSY OF THE UNITED STATES OF AMERICA

*The Centers for Disease Control and Prevention (CDC) is seeking an individual for the full time position of **System Administrator** in Windhoek*

The incumbent serves as one of three Systems Administrators in the Embassy Systems Office. The incumbent will be under the direct supervision of Information Management. The Incumbent provides computer support to all agencies subscribed to the ICASS cost center Information Management Technical Support. Support includes LAN administration, hardware, software and network connectivity.

Requirements:

1. *Completion Comptia A+ is required.*

2. *Three years experience in hands on technical computer support is required.*

3. *Fluent English (Level IV) Speaking/Reading/Writing is required. This will be tested*

4. *Knowledge of computer hardware and software and LAN maintenance including essential knowledge of Microsoft (MS) Windows operating systems (including but not limited to Windows 7 and Windows Server 2008) MS Exchange Server 2010 and MS Office 2010*

5. *Good technical skills to troubleshoot, diagnose and resolve hardware, software and communications problems. Good interpersonal skills to develop/maintain positive relations with customers and vendors.*

6. *Ability to climb and lift weights up to 20 Kg.*

Interested persons should submit a completed DS-174 form (available at the U.S. Embassy reception, 14 Lossen Street, Ausspannplatz or at http://windhoek.usembassy.gov) and a current CV to the Human Resources Officer at the Embassy by 17:00 p.m. on or before November 20, 2013.

Applications may be mailed to P/Bag 12029, Ausspannplatz, Windhoek, or submitted via e-mail to HROWindhoek@state.gov

Only short listed candidates will be contacted. Please submit copies of relevant documents. Applications submitted will not be returned.
Please note that all vacancies within the US Embassy are advertised on the following website: http://windhoek.usembassy.gov